



USAID ANNOUNCEMENT NUMBER: 067-2013

OPEN TO : **USPSC – Local US citizen/EFM**
POSITION : **Democracy and Governance Program Manager**
GS- 10
OPENING DATE : **April 18, 2013**
CLOSING DATE : **May 2, 2013**
WORK HOURS : ***Full-time; 40 hours/week***

The U.S. Embassy in Port-au-Prince is seeking an US citizen or an (EFM) for employment in country for the position of Democracy and Governance Program Manager.

BASIC FUNCTION OF POSITION: *The objective of the position is to provide program management backstopping support to the Democracy and Governance unit of USAID/Haiti in general, with a focus on managing a deportee re-entry program and on managing APS (Annual Program Statement) local NGO grants for the next 1-3 years, contact renewable annually.*

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: pappersonnel@state.gov

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. *Candidate must be a US Citizen.*
2. *Undergraduate degree in social sciences or in disciplines related to governance.*
3. *Seven years of experience in social science fields or in program management, governance, or related social science projects is required.*
4. *Language proficiency 4/4+ English and 3+/3+ French is required.*
5. *Good knowledge of the Haitian political and governmental context and good knowledge of criminal justice systems.*

SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

SUBMIT APPLICATION TO

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

Ref.: Democracy and Governance Program Manager

Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/haiti/231771/PDFs/ds-174application-form.pdf>

E-Mail: pappersonnel@state.gov

CLOSING DATE FOR THIS POSITION: **May 2, 2013**

The US Mission in Port-au-Prince provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED BY : _____

Melissa Rosser, Chief, DG Office (USAID)

FUNDS AVAILABILITY : _____

Robert Clink, Financial Management Officer (USAID)

APPROVED BY : _____

Diane Moore, Supervisory Executive Officer (USAID)

: _____

Robert Young, Human Resources Officer